

FULL NAME

(Pronouns)

City, State Zip Code | Email (use email alias from [Whitepages](#)) | Phone (Working Voicemail/ Professional) | LinkedIn URL | Portfolio URL

PROFILE (Optional) – Maximum 3 lines of text

[Career role/functional role] professional with experience in [responsibilities/activities of job role], seeking position of [position title/industry]. Excels at [relevant skills/strengths/knowledge for job/internship].

PUBLICATIONS (if applicable)

(APA or MLA or Chicago Format – based on field)

WORK EXPERIENCE

Company

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

CREATIVE PROJECTS

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

LEADERSHIP EXPERIENCE

Organization Name

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

VOLUNTEER EXPERIENCE (Optional / Definitely include if you have substantial experience)

Organization Name

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

ACTIVITIES

Club/Team/ Organization Name, Position Title

Month Year – Month Year

Club/Team/ Organization Name, Position Title

Month Year – Month Year

EDUCATION

Name of School #1

City, State

Full Degree Title (Abbreviation) in Major

Month and Year of (Expected) Graduation

GPA: | Honors:

Relevant Coursework:

Name of School #2

City, State

Degree/Diploma

Month and Year of Graduation

SKILLS

Technical:

Languages: